

## How to Sign Up to Resort Tax online system

1. Visit <https://secure.miamibeachfl.gov/resorttax>
2. Click on Sign In (**ALL USERS MUST SIGN UP FOR THE FIRST TIME AND CREATE A USER PROFILE**)



Welcome to the City of Miami Beach's Resort Tax Portal  
which serves as a convenient way to file your resort taxes online.



3. Click on **"Don't have an account ? Sign up Now"**



**Sign in with your City of Miami Beach Account**

Email Address

Password [Forgot your password?](#)

 [Don't have an account? Sign up now](#)

4. Type Email Address and click on Send Verification Code (check email)
5. Add Verification Code received via Email and click on Verify Code



**User Sign up**

**Email Address**  
yourEmail@domain.com

**Verification code**  
|

Verify code | Send new code

**New Password**  
New Password

**Confirm New Password**  
Confirm New Password

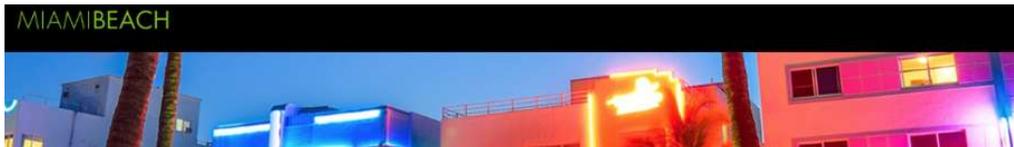
**Full Name**  
Full Name

**Mobile Phone**  
Mobile Phone

Create | Cancel



6. Create New Password/Type Full Name and Mobile Number



**User Sign up**

**Email Address**  
yourEmail@domain.com  
Change e-mail

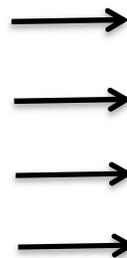
**New Password**  
New Password

**Confirm New Password**  
Confirm New Password

**Full Name**  
Full Name

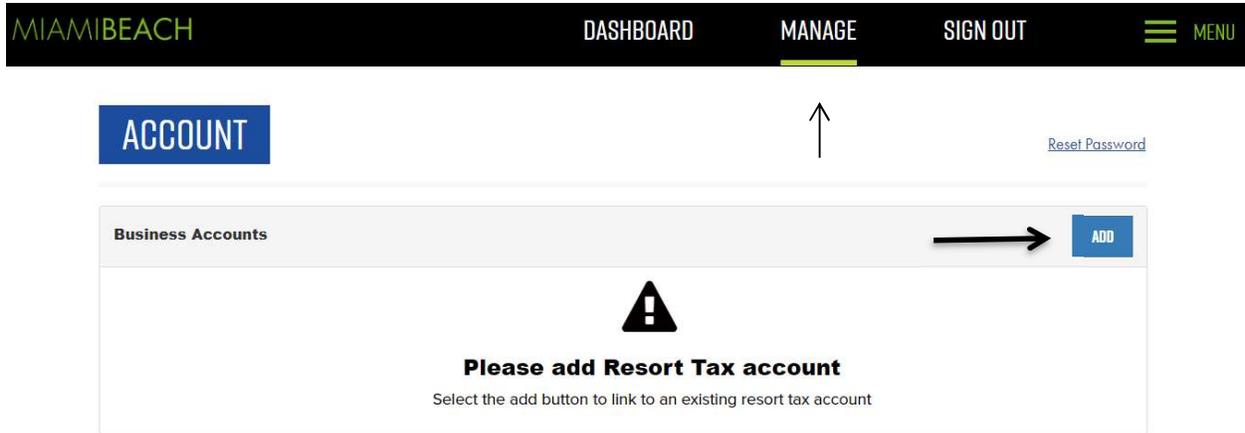
**Mobile Phone**  
Mobile Phone

Create | Cancel



7. To add a Resort Tax account to your profile, after successful sign up, under the Manage tab, click the Add Business Account button,

- **Owner is required to setup account.**



8. Two options are available to link your existing business (resort tax) accounts:
- a) Enter the resort tax account number and the registration code provided to you or
  - b) Enter the user ID and password from the **previous system**.

#### Add Existing Business Account

Please use account number with registration code supplied by City of Miami Beach or through email invitation.

Account Number:  A

Registration code:

I have an username and password. B

9. To file/pay tax return, proceed to the Dashboard tab

- Select Account
- Tax Return
- Enter Gross Sales/Rentals Etc.
- Select Payment Method / Next

The screenshot shows the top navigation bar with 'MIAMIBEACH' on the left, 'DASHBOARD' in the center, and 'MANAGE' and 'SIGN OUT' on the right. A 'MENU' icon is on the far right. Below the navigation bar, a box titled 'Select An Account Below.' contains a list of accounts. An arrow points to the first account: 'Miami Beach RTX - Test' with 'Account 000021' below it. Another arrow points to the 'DASHBOARD' tab in the navigation bar.

The screenshot shows the 'RESORT TAX / MISC RETURNS' form. At the top, there are tabs for 'Status', 'Tax Return', and 'History'. Below this, a section titled 'Complete the below form to file a return' contains three input fields: 'Enter Return Period' (2018-07), 'Return Due Date' (08/20/2018), and 'Select a Payment Date' (08/14/2018). Below these is a table with columns for 'Description', 'C1. Room Rentals', 'C2. Alcoholic Beverages', and 'C3. Food / Non Alcoholic Bev.'. The table contains rows A through L, with values entered in the C1, C2, and C3 columns. Below the table is a 'Choose a Payment Method' dropdown menu set to 'E-Check'. At the bottom are 'NEXT' and 'CLEAR' buttons. Arrows point to the 'Tax Return' tab, the 'A. Gross Sales/Rentals' row in the table, and the 'E-Check' dropdown.

Description	C1. Room Rentals	C2. Alcoholic Beverages	C3. Food / Non Alcoholic Bev.
A. Gross Sales/Rentals	\$50.00	\$0	\$0
B. Exempt Sales/Rentals	\$0	\$0	\$0
C. Taxable Sales/Rentals (A - B)	\$50.00	\$0.00	\$0.00
D. Tax Collected (4% for C1; 2% for C2 & C3)	\$2.00	\$0.00	\$0.00
E. Additional Tax Collected	\$0	\$0	\$0
F. 2% Collection Allowance (Max \$100)	-\$0.04	\$0.00	\$0.00
G. Penalty and Interest	\$0.00	\$0.00	\$0.00
H. Subtotal Due (D + E - F + G)	\$1.96	\$0.00	\$0.00
I. Late Filing Fee	\$0.00		
J. Manual Filing Fee	\$0.00		
K. Total Due Line H (Cols C1+C2+C3) + I + J	\$1.96		
L. Occupancy Rate (Hotel,Apts) / Number of Patrons / Guest Checks (Restaurants)	0		0

- Enter Bank Information
- Click Pay

Enter Bank Information

<b>Name on Account</b> Contact Name	<b>Bank Name</b> Bank Name
<b>ABA Routing Number</b> 061234567	
<b>Account Number</b> *****1234	<b>Confirm Account Number</b> *****1234

Save bank information for future payments

Total: \$526.98

**CLOSE** **PAY**

- Click Print

Payment Summary

 Please allow 2-3 business days to see your payment reflected in your account

<b>Account Number:</b>	
<b>Business Name:</b>	
<b>Business Address:</b>	
<b>Contact Person:</b>	
<b>Document Type:</b>	R
<b>Date Paid:</b>	12/20/18
<b>Amount:</b>	\$526.98
<b>Payment Reference:</b>	100102

**EDIT**

**PRINT** **CLOSE**